

Federal Personnel Manual System

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Chapter 810
RETAIN UNTIL SUPERSEDED

SUBJECT: Occupational Safety and Health Administration(OSHA)
Requirements for Coding Data on Notices of Work Re-
lated Injury

Washington, D. C. 20415
March 13, 1987

Heads of Departments and Independent Establishments:

Attached are OWCP instructions on how to meet OSHA requirements for coding specific data on revised OWCP notices of job related injury, disease, or death. OWCP will collect and disseminate the data to help agencies identify how and where injuries and illnesses occur. The information will be useful in helping reduce occupational injuries and compensation costs.


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Attachments



Inquiries: Section of Regulations and Procedures, Office of Worker's
Compensation Programs, (202) 523-8463

Code: 810, Injury Compensation

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AGENCY CODING OF FORMS CA-1, CA-2, and CA-6

The Occupational Safety and Health Administration (OSHA) is publishing regulations which require Federal agencies to code specific items on forms CA-1 (Federal Employees' Notice of Traumatic Injury and Claims for Continuation of Pay/Compensation), CA-2 (Notice of Occupational Disease and Claim for Compensation), and CA-6 (Official Superior's Report of Employee's Death) prior to submission of the form to the Office of Workers' Compensation Programs (OWCP). The data will be captured in OWCP's computer system, and used by OSHA and the agencies to evaluate how and where Federal employee injuries and illnesses are occurring.

OWCP has revised forms CA-1 and CA-2 to accommodate coding by the agencies and entry of data into its computer system. OWCP is also modifying Table 2 and the quarterly chargeback to report incorporate the data. The revised forms identify the items to be coded, and provide labeled blocks into which the codes should be placed. The revised forms CA-1 and CA-2 are available from the Government Printing Office. Agencies should begin precoding immediately, regardless of whether the revised forms have been obtained.

OWCP also plans to revise form CA-6 to accommodate coding by Federal agencies. Until the form is revised to include specific coding blocks, agencies should code the existing form (revised July 1976) as described below.

OSHA regulations requiring precoding of the forms are found at 29 CFR Part 1960. Detailed instructions for the coding are given in OSHA booklet 2014, Recordkeeping and Reporting Guidelines. Instructions for the items to be coded are also provided below. Attachment 2 describes where the codes are to be placed on the old and new versions of the forms CA-1, CA-2 and CA-6. In the following descriptions of the coding, the term "revised form" refers to the 1986 revision of forms CA-1 or CA-2.

OCCUPATION CODE

The employing agency will identify the employee's occupation by writing the appropriate code in the shaded box "a" on the front of the revised forms CA-1 or CA-1. If using an earlier version of CA-1 or CA-2, the agency will write both the occupation name and the occupation code in the block labeled "Occupation" (CA-1, block 12; CA-2, block 7). On form CA-6, the code should be placed in block 13. For U.S. Postal Service employees, the occupation code will consist of the characters "PS" plus the first four numbers of the appropriate Occupational Code. For all other Federal employees, the code will begin with the two letters of the employee's Pay Plan (i.e., "GS," "GM," "WG," etc.), followed by the four numbers of the occupation series.

Claims under the Federal Employees' Compensation Act (FECA) are also filed by workers who perform services for the Federal government, but who do not have job titles that fall under the usual job classification systems. A list of "Non-Standard" occupation codes and titles is attached. Each code begins with the characters "???" instead of the usual Pay Plan letters.

TYPE AND SOURCE OF INJURY CODES

The Type of Injury code describes the action which was the initiating cause of the injury or illness. The source of Injury code identifies the object or substance which was the initiating cause of the injury or illness. Together, they form a brief description of how the incident occurred. The table of Type and Source codes is shown as an attachment to this letter.

Examples:

1. A Letter Carrier is bitten by a dog.
TYPE: 440 (Bitten by) SOURCE: 0911 (dog)
2. A Forest Ranger comes into contact with poison ivy.
TYPE: 510 (contact with) SOURCE: 0920 (plant)
3. An employee is driving a government vehicle on official business and is struck by another car.
TYPE: 300 (traveling in) SOURCE: 0421 (government-owned vehicle as driver)

NOTE: The Type and Source codes should describe the initiating cause of the injury, rather than the outcome. Thus, the CA-1 for an employee injured by tripping on carpet and striking his head on a wooden desk would be coded 210 (struck against) and 0140 (furniture).

The employing agency will write a three digit Type of Injury code and a four-digit Source of Injury code in the shaded boxes "c" and "d" on the front of revised forms CA-1 or CA-2. On an earlier version of the CA-1, the codes the codes should be placed next to the narrative description of cause of injury in block 13. If an earlier version of the CA-2 is submitted, the codes should be placed next to the description of the disease or illness in block 15. On form CA-6, the codes should be placed in block 12, next to the narrative description of how the injury occurred.

OWCP AGENCY CODE

The OWCP agency code (sometimes called the "chargeback code") is a four-digit (or four-digit plus two letter) code used by OWCP to identify the employing agency. Many agencies already place their agency code on forms CA-1 and CA-2 prior to submission to OWCP. All agencies are now required to precode the agency identification on forms CA-1, CA-2 and CA-6.

Blocks for the codes have been provided next to the employing agency address on the Official Superior's portion of the revised forms CA-1 and CA-2 (CA-1, block 17; CA-2 block 19). On the earlier versions of the forms, the code should be placed in the block labeled "Bureau or Office" (CA-1, block 22; CA-2, block 23). On form CA-6, the agency will place the code in block 6.

The proper code may be obtained from the agency's personnel office, or by contacting OWCP at (202) 523-8458.

DUTY STATION ZIP CODE

OSHA will rely on duty station zip codes to identify locations where injuries or illnesses occur. The zip code of the employee's duty station should be included with the duty station street address in block 18 of the revised CA-1, and block 20 of the revised CA-2. On earlier versions of the forms, the zip code should be included with the name and address of the employing agency given in block 7 of the CA-1, and block 8 of the CA-2. On form CA-6, the agency will write the zip code next to the Department or Agency name in block 7.

The zip code indicated in these blocks must be the zip code of the employee's duty station at the time of injury, not the zip code of a reporting office processing compensation forms.

OSHA SITE CODE

If the OWCP agency code and duty station zip code do not effectively distinguish agency locations, OSHA may require the agency to develop OSHA site codes. In additions, agencies desiring to develop OSHA site codes in order to conduct more detailed analyses of injury and illness causes and costs should contact Mr. John E. Plummer, Director Office of Federal Agency Program, at FTS 523-9329 or (202) 523-9329.

BENEFITS OF PRECODING

The precoding of the indicated items on forms CA-1, CA-2 and CA-6 will provide OSHA and employing agencies access to more accurate and detailed information about how and where occupational injuries and illnesses are occurring. This will assist OSHA and the agencies in their efforts to reduce work-related injuries and illnesses, and the associated compensation costs. Precoding will also result in a more accurate assignment of compensation costs to employing agencies.

Questions about completion of the OWCP forms should be directed to the Section of Regulations and Procedures, OWCP, (202) 523-8463. Questions about the use of specific codes, with the exception of the OWCP Agency Code, should be directed to the Office of Federal Agency Programs, OSHA, (202) 523-9329.

ITEMS TO BE CODED ON CA-1, CA-2 AND CA-6

ITEM	CA-1 OLD Revised 1983	NEW Revised 1986	CA-2 OLD Revised 1985	NEW Revised 1986	CA-6 Revised 1976
Occupation Code	12. Employee's Occupation	Shaded Box "a" Occupation Code	7. Occupation	Shaded Box "a" Occupation Code	13. Was employee performance duty?
Type of Injury/Illness	13. Cause of Injury	Shaded Box "b" Type Code	15. Nature of the Disease	Shaded Box "b" Type Code	12. Describe how injury occurred
Source Injury/Illness Code	13. Cause of Injury	Shaded Box "c" Source Code	15. Nature of the Disease	Shaded Box "c" Source Code	12. Describe how Injury occurred
Agency Code	22. Bureau or Office	17. OWCP Agency Code	23. Bureau or Office	19. OWCP Agency Code	6. Bureau or Office
OSHA Site Code		17. OSHA Site Code (1f developed)		19. OSHA Site Code (1f developed)	
Duty Station Zip Code	7. Name and Address of Employing Agency	18. Duty Station	8. Name and Address of Employing Agency	20. Duty Station	5. Department or Agency

Nonstandard Occupation Codes

"Nonemployees" covered by OWCP:

ALPH/NUM CODE	TITLE	ALPH/NUM CODE	TITLE
??013600	Peace Corps Volunteer	??006000	Chaplain
??008300	Non-Fed. Law Enf. Off.	??186300	State/Local Agri Insp.
??002100	VISTA Volunteer	??003000	Sports Clinic Perform.
??024300	Neighborhood YC Enroll	??018800	Entertainer/Armed Forces
??024300	Job Corps Enrollee	??024300	Vocational Trainee
??030200	Mail Messenger	??046000	Forest Service Cooperator
??350100	Contract Job Cleaner	??131600	Gage Reader, Corps Engrs
??062100	Student Nurse	??470100	Maintenance Workers, HUD
??046200	Forest Srvc Volunteer	??002600	Nat'l Park Srvc Voluntr
??134100	Vol. Weather Observer	??020400	Nat'l Defens Exec Reserv
??009900	State Martme Acad Cadt	??174000	Nat'l Teachrs Corps Mbr
??009900	ROTC Cadet	??061000	Contract Nurse
??093000	Federal Juror	??060200	Contract Physician
??218100	Civil Air Patrol Vol.	??063000	Nutritional Aide, USDA
??068500	Vol. Hospital Worker	??174000	Reader for the Blind
??024300	Youth Cons. Corps Vol.	??101600	Trust Empl Smithsonian
??047500	Cnty Agnt, Dept. Agri.	??045700	Soil/Water Cons Dist Empl
??350600	Student Aide	??024300	Yth/adlt Cons Corps Enrll
??982500	Seaman	??009900	Military Acad Cadet
??020400	Coast Guard Res Membr	??000600	Vol Trainee Probation Off
??024000	Coast Guard Aux Membr	??000600	Urban Crime Prev Prog Vol
??002300	Nat'l Park Srvc Collab	??034500	Congressional Staff MBR
??009900	College Wk/Stdy Partic.		

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